



**Manatee County, Florida**  
**FY 2026/27 Community Development Funding Application**  
**Community Development Block Grant (CDBG)**  
**HOME Investment Partnerships Program (HOME)**  
**Emergency Solutions Grant (ESG)**  
**Instructions and Scoring Criteria**

**Fiscal Year 2026/27 (October 1 – September 30)**

**Carefully read these instructions completely before completing the application in Neighborly.**

Community Development funds are used to carry out a wide range of community development activities directed toward revitalizing neighborhoods, economic development, and providing improved community facilities and services. The programs are primarily designed to help those residents who are low- and/or moderate-income within HUD CDBG-eligible areas or for households whose income qualifies in Unincorporated Manatee County. Projects/services in the city limits of the City of Bradenton are generally not eligible as they receive their own Community Development funding.

Available Funding:

- CDBG: Approximately \$285,000 of funding is available for CDBG Public Services and approximately \$1,350,000 is available for Public Facilities/ Improvements/Housing.
- HOME: \$550,000 is approximately available for housing development and rental assistance.
- ESG: \$160,000 is approximately available for homeless initiatives.

**Applications will be accepted from 8:00 a.m., Monday, March 2<sup>nd</sup>, 2026, until 11:59 p.m., Tuesday, March 31<sup>st</sup>, 2026,** using the Neighborly Portal:

<https://portal.neighborlysoftware.com/MANATEECOUNTYFL/Participant>

**A separate application must be submitted for each activity/proposal.** Applications will be ranked based only on the information provided following the **Scoring Criteria** below.

Before applying to **Neighborly**, identify if the proposed project is a **Public Service** or a **Public Facility/Infrastructure/Housing** construction project. You must select and submit the appropriate application for the type of proposal.

**MANATEE COUNTY FY 2026/2027 GRANT APPLICATION**  
**NEIGHBORLY CHECKLIST – DOCUMENTS TO BE UPLOADED**

Section A: Agency/Organization Information

- Articles of Incorporation and/or By-Laws (required document)
- Board of Directors/Advisory Council Listing (required document)
- Florida Department of State Certificate of Good Standing (required document)
- Resolution by the Board Authorizing Submission of Application (required document)
- Tax Exempt Status Letter from the Internal Revenue Services (IRS) (required document)
- Most recent 990 submitted to the IRS (required document for **Non-Profit Organizations Only**)

Section B: Project Information

- B12: Map highlighting project area boundaries (if project area is not countywide)

Section D: Other Requirements

- D2: If your program is an increase or an expansion in the level of services. (required document if your project is increasing level of services)
- D4: Copy of Current Lease. (document for **Public Facilities Only**)
- D5 / D13b: MOU/Agreement formalizing partnership with other agencies
- D5: Copy of Property Card (required document for **Public Facilities Acquisition Projects Only**)
- D6: Approved Site Plan (document for **Public Facilities Projects Only**)
- D8: Detailed Construction Cost Estimate & Project Schedule (required document for **Public Facilities Construction Projects Only**)
- D9: Preliminary designs (document for **Public Facilities Construction Projects Only**)
- D10c: Detailed Property Appraisal (required document for **Public Facilities Acquisition Projects Only**)
- D10d: Owner Intent to Sell as appropriate (document for **Public Facilities Acquisition Projects Only**)
- D11: Copy of FEMA Flood Map (required document for **Public Facilities Acquisition Projects Only**)
- D11: Copy of documentation related to Brownfield/site contamination(document for **Public Facilities Acquisition Projects Only**)
- D: Resume of Person Responsible for Organization's Financial Records (required document)
- D: Resumes & Job Descriptions for Management & Supervisory Staff involved in project/program (required document)
- D: Resumes & Job Descriptions for other personnel involved in project/program (if applicable, required document)
- D: Volunteers involved in project/program and roles performed (if applicable, required document)
- D: Agency Organizational Chart (required document)
- D: Letters of support from other community/governmental agencies and the public

Section F: Budget

- F: Copies of executed agreements or award letters for committed or secured funds at time of application (document not required)
- F: Most recent Financial Audit, or Current Year-End Financial Statements (required document)

**MANATEE COUNTY FY 2026/27 GRANT APPLICATION**  
**NEIGHBORLY APPLICATION SECTIONS**

**ELIGIBILITY**

- 1) **Agency Location:** The Community Development programs are primarily designed to help those residents who are of low- and/or moderate-income within HUD CDBG eligible areas or for households who income qualify in Unincorporated Manatee County (projects/services in the City of Bradenton are generally not eligible as they receive their own Community Development funding). Agencies located outside of unincorporated Manatee County must provide explanation regarding how Agency services benefit unincorporated Manatee County low- to moderate-income residents.
- 2) **National Objective:**
  - a) Activities benefiting low- and moderate-income persons (area/participant based)
  - b) Activities which aid in the prevention or elimination of slums or blight
  - c) Activities designed to meet community development needs having a particular urgency (i.e., natural disaster)
- 3) **Questions 3-5: Low Income Beneficiaries:** The Community Development programs are primarily designed to help those residents who are of low- and/or moderate-income. Identify the percent of the total beneficiaries that will have incomes at or below 80% of Area Median Income and how you will document compliance.
- 4) **R/ECAP Dedicated:** Identify if the proposal is dedicated to address a priority in one or both of the R/ECAPs of Manatee County.

**SECTION A: AGENCY INFORMATION**

- 1) A.1.: The Agency's name must be identical to that in the Articles of Incorporation or in the official document identifying the applicant as a unit of state or local government.
- 2) A.2-A.4.: List the name, title, and other requested information for the Chief Executive Officer/Executive Director (This should be the name of the person who will sign any agreements if awarded).
- 3) A.5-A.8: Provide the Agency's complete mailing address, city, state, zip code, telephone number, Federal Tax ID number, Unique Entity ID Number, and type of organization.
  - a) If Non-Profit organization, upload copy of most recent Form 990 submitted to the IRS.
- 4) A.9.-A.12.: List the name, title, and other requested information for the contact person who can answer questions and receive written communications about the application.
- 5) A.13-A.15.: Identify if the Agency is currently receiving, anticipates receiving or has requested/applied for any funds, other than CDBG/HOME/ESG, from Manatee County. Identify the department(s) where the funding is coming from, the purpose of the funds and the amount.
- 6) A.16: Conflict of Interest Disclosures. List any agency staff or agent that potentially has a relationship or interest with County staff or elected officials
- 7) Upload all required documents:
  - a) **Most Recent Form 990 Submitted to the IRS:** Attach the most recent Form 990 to ensure continued status as a tax-exempt organization. Forms 990 and 990-EZ are used by tax-exempt organizations, nonexempt charitable trusts, and section 527 political organizations to provide the IRS.
  - b) **Articles of Incorporation and/or By-Laws:** Attach Articles of Incorporation and By-Laws of the community group and its activities to ensure compliance with group's adopted rules. Minutes of meeting(s) reflecting adoption of the by-laws and subsequent amendments must be on file with the Manatee County CDBG staff. These documents establish a group as a legal entity under the laws of the State of Florida.
  - c) **List of the Board of Directors/Advisory Council:** Attach a current List of the

Board of Directors/Advisory Council, including each member's name, title, contact information, and area of expertise or contribution to the organization. Specify which board members are involved in securing project funding.

- d) **Certification of Good Standing:** Attach copy of Florida Department of State Certificate of Good Standing, from the Florida Department of State.
- e) **Resolution Authorizing Submission of Application:** Attach the Board of Directors' resolution authorizing submission of application.
- f) **Tax Exempt Status Letter:** Attach copy of Internal Revenue Service letter establishing agency's tax-exempt status.

## **SECTION B: PROJECT INFORMATION – Public Services**

- 1) B.1.: The project's name. (Please note, this name may be altered by CDBG staff).
- 2) B.2.: The amount of funds requested must be indicated. For Public Facility/Infrastructure/Housing activities, a cost estimate must be submitted later in the application. This must match the budget section of the application.
- 3) B.3.: The total project costs. This must match the budget section of the application.
- 4) B.4.: Identify the address for the project. This may be the same as the mailing address for the agency.
- 5) B.5. – B.7.: Identify the Project Type, Type of Services to be offered, and which Type of Demographics to be served by proposed project.
- 6) B.8.: Identify the Service Area. Identify if the proposal is dedicated to one of the Target Areas. If it is not dedicated to one of the listed Target Areas, select Countywide. See CDBG Eligible Area maps at: [Community Service Map](#)
- 7) B.9.: Identify if the project/service facilitates community and economic development in a R/ECAP. Check the appropriate box. If "YES," provide an explanation in B.15 on how the project or activity will facilitate community and economic development (by priority need identified in B.17).
- 8) B.10.: Identify if the project/service is located within a R/ECAP (the address listed in B.4. must be located within a R/ECAP). Check the appropriate box.
- 9) B.11.: Provide a brief description of the agency purpose/mission and information/history on your organization. **This should be no more than 2-3 paragraphs.**
- 10) B.12: Provide a concise narrative overview of the proposed program. This should be targeted for general public understanding. **This should be no more than 2-3 paragraphs.**
- 11) B.12b: Provide a concise narrative on the local need for the proposed program. This should include references to data and statistics. **This should be no more than 2-3 paragraphs.**
- 12) B.13: Provide a detailed narrative of the proposed program/project.
  - a) How the organization will implement the program;
  - b) All job classifications/positions in the organization involved in this project or activity;
  - c) How the organization will manage this project;
  - d) The specific person responsible for managing the project, in-house staff involved, and estimated staff hours to be devoted to this project; and
  - e) Start and end date of each phase.
- 13) B.14.: Provide a concise narrative describing what exactly the CDBG / HOME / ESG funding will be used to accomplish.
- 14) B.15.: Define the area the program/activity will serve. If limited to a specific area, submit a map that highlights project area boundaries. If the project is dedicated to serve the R/ECAP, describe how your project/program will meet R/ECAP objectives.
- 15) B.16.: Identify which Priority Need outlined in the County's 5 Year Consolidated Plan the proposal will meet.
- 16) B.17.: Describe how the box checked in B.16 relates to your project/program. Provide an explanation on ways the project will achieve the priority identified in B.16.

## **SECTION B: PROJECT INFORMATION – Public Facilities/Infrastructure/Housing**

- 17) B.1.: The project's name. (Please note, this name may be altered by CDBG staff).
- 18) B.2.: The amount of funds requested must be indicated. A cost estimate must be submitted later in the application. This must match the budget section of the application.
- 19) B.3.: The total project costs. This must match the budget section of the application.
- 20) B.4.: Identify the address for the project. This may be the same as the mailing address for the agency.
- 21) B.5.: Identify the Project Type.
- 22) B.6.: Identify the Service Area. Identify if the proposal is dedicated to one of the Target Areas. If it is not dedicated to one of the listed Target Areas, select Countywide. See CDBG Eligible Area maps.
- 23) B.7.: Identify if the project/service facilitates community and economic development in a R/ECAP. Check the appropriate box. If "YES," provide an explanation in B.13 on how the project or activity will facilitate community and economic development (by priority need identified in B.14).
- 24) B.8.: Identify if the project/service is located within a R/ECAP (the address listed in B.4. must be located within a R/ECAP). Check the appropriate box.
- 25) B.9.: Provide a brief description of the agency purpose/mission and information/history on your organization. **This should be no more than 2-3 paragraphs.**
- 26) B.10: Provide a concise narrative overview of the proposed improvement and the end use of the proposed project. This should be targeted for general public understanding. **This should be no more than 2-3 paragraphs.**
- 27) B.10b: Provide a concise narrative on the local need for the proposed project. This should include references to data and statistics. **This should be no more than 2-3 paragraphs.**
- 28) B.11: Provide a detailed narrative of the proposed project.
  - a) How the organization will implement the project;
  - b) Design preparations, specifications, and bid documents (as appropriate);
  - c) All job classifications/positions in the organization involved in this project or activity;
  - d) How the organization will manage this project;
  - e) The specific person responsible for managing the project, in-house staff involved, and estimated staff hours to be devoted to this project;
  - f) If providing a service, how the agency plans to carry out that service; and
  - g) Start and end date of each phase.
- 29) B.12.: Provide a concise narrative describing what exactly the CDBG / HOME / ESG funding will be used to accomplish.
- 30) B.13.: Define the area the program/activity will serve. If limited to a specific area, submit a map that highlights project area boundaries. If the project is dedicated to serve the R/ECAP, describe how your project/program will meet R/ECAP objectives.
- 31) B.14.: Identify which Priority Need outlined in the County's 5 Year Consolidated Plan the proposal will meet.
- 32) B.15.: Describe how the box checked in B.14 relates to your project/program. Provide an explanation on ways the project will achieve the priority identified in B.14.

## **SECTION C: PERFORMANCE MEASURES**

Recipients of federal funding are required to assess the outcomes of projects/programs by establishing and tracking measurable goals and outcomes. Goals should be attainable within a defined period of time (typically one year) and should achieve measurable outcomes. The application must identify the actual timeline that will be followed. Include all (**minimum of 3**) relevant key performance indicators, regardless of CDBG funding involvement.

Each Performance Measure must identify the Key Performance indicators for the proposed project. Key Performance Indicators (KPIs) are the critical (key) indicators of progress toward an

intended result.

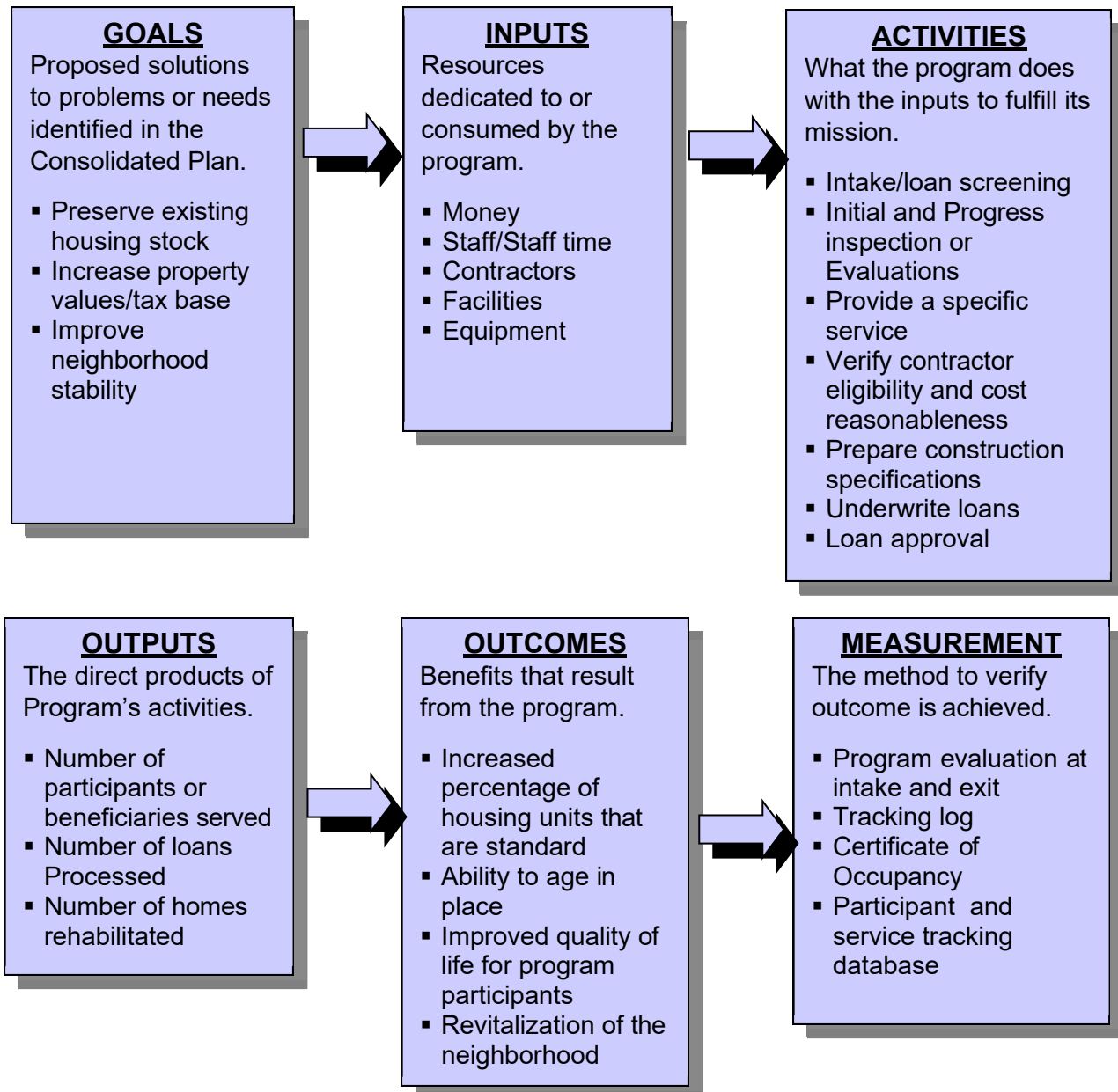
Describe the proposed projects intended results (how the service benefits the client) and how you will quantify and measure the result.

- 1) C.1.: Provide a narrative describing the goal or target of the proposed project. Goals must be S.M.A.R.T.: Specific, Measurable, Achievable, Relevant and Time-bound. Applicants must have, at least, one solid goal/outcome that ties directly back to the project/program. Identify the outcome. What methodology will you use to measure it? What is the numeric goal that you will try to reach? **The outcome must be measurable.**
  - **Specific**: Who will benefit? What will be accomplished? What actions will you take?
  - **Measurable**: What is the measurement of success? Identify the tool to be used to measure. What data will measure the goal? How much? How well?
  - **Achievable**: What is the Outcome? Is the goal doable? Do you have the necessary skills and resources?
  - **Relevant**: What are you doing? How does the goal align with broader goals? Why is the result important?
  - **Time-Bound**: What is the time-frame for the measurement? What is the time-frame for accomplishing the goal?
- 2) C.2.: Provide a narrative on the key performance indicators/measures, **a minimum of 3**, of progress toward the intended goal; describe the goal, input, activity, output, outcome and verification method (how it will be measured). Identify the outcome. What methodology will you use to measure it? What is the numeric goal that you will try to reach?
  - **Goals**: The proposed solutions to problems or needs identified by the agency.
  - **Inputs**: The resources dedicated to or consumed by the program such as money, staff, equipment, and supplies.
  - **Activities**: What the program does with inputs to fulfill its mission. Activities include the strategies, techniques, and types of treatment that comprise the program's production process or service methodology.
  - **Outputs**: The direct products of a program's activities. Outputs usually are measured in terms of the volume of work accomplished, such as number of low-income households served, number of loan applications processed, number of units constructed or rehabilitated, linear feet of gutters installed, or number of jobs created or retained.
  - **Outcomes**: The benefits that result from a program. Outcomes typically relate to a change in conditions, status, attitudes, skills, knowledge, or behavior. Common outcomes could include improved quality of life for program participants, improved quality of local housing stock, or revitalization of a neighborhood.
- 3) C.3.: Numbers should reflect unduplicated count, whereby each household or individual is counted one time for the entire program period, regardless of the number of times assisted.
- 4) C.3a.: Numbers should be the prorated share of the entire program/project that is served by CDBG. The numbers should reflect unduplicated count, whereby each household or individual is counted one time for the entire program period, regardless of the number of times assisted.  
C.4.: Identify if the proposal is **dedicated** to serve 100% Special Needs Beneficiaries as defined

by 24 CFR 570.208(a)(2): these populations include: abused children, battered spouses, elderly persons (62+), severely disabled (as defined by the US. Census Bureau), homeless persons, illiterate adults, persons living with AIDS, and migrant farm workers.

- 5) C.5.: Check the appropriate box. If applicable, include a list of participating agencies and their involvement in the project/program. Describe if there are any contractual agreement(s), collaboration(s), and/or partnership(s) with another organization for services that you may render to reduce duplications of services.

**C1 - Example of Performance Measures:**



## **SECTION D: OTHER REQUIREMENTS**

Answer the questions for the type of application proposal being submitted.

### **ALL APPLICATIONS**

- 1) Upload all required documents:
  - a) Letters of support from other community/governmental agencies and the public. **(Required)**
  - b) Resumes for personnel responsible for the Organization's Financial Records. **(Required)**
  - c) Resumes and job descriptions for Management/Supervisory staff that will be involved in the project/program for which funding is requested. **(Required)**
  - d) Agency's Organizational Chart. **(Required)**
  - e) Resumes and job descriptions for other personnel that will be involved in the project/program for which funding is requested.
  - f) A list of Volunteers who will be involved in the program. Indicate number of volunteers and description of roles they will perform.
  - g) MOU/Agreement of your partnership with other agencies.

### **PUBLIC SERVICES APPLICATIONS ONLY**

- 1) D.1.: Has the agency received CDBG/HOME/ESG funding in the last 5 years? If yes, identify the program title, funding year, and the dollar amount of funding that was received.
- 2) D.2.: Describe the financial management procedures and oversight mechanisms your organization has in place to ensure proper management of CDBG/HOME/ESG funding.
- 3) D.3.: Will the proposal result in a new project or service, or will the proposal result in an increase or expansion in the level of current services?
  - a) If an increase or expansion, upload details about the current level of services for the last 12 months.
- 4) D.4.: Identify what agencies provide the same type of service as your agency, and how the services you provide are unique. Identify how the proposed project is not duplicating services already available.
- 5) D.5.: Describe whether other agencies are involved in your proposed project, and how you are formalizing this partnership.

### **PUBLIC FACILITY / IMPROVEMENT / HOUSING APPLICATIONS ONLY**

For projects involving construction, alteration, and/or repair assisted with CDBG/HOME/ESG funding, Federal Davis Bacon Wages must be paid to all construction employees. To assist in budgeting and the construction cost estimates accuracy, download and use the Federal Wage Decision Rate for the proposed project for Manatee County when obtaining construction cost estimates.

- 1) D.1.: Describe in detail the physical improvements that will be made with the proposed project that involve construction/renovation of a facility or purchase of land/building?
- 2) D.2.: Identify the development team and agency's staff involved in the project.
- 3) D.3.: Describe the financial management procedures and oversight mechanisms your organization has in place to ensure proper management of CDBG/HOME/ESG funding.
- 4) D.3.a.: Has the agency received CDBG/HOME/ESG funding in the last 5 years? If yes, identify the program title, funding year, and the dollar amount of funding that was received.
- 5) D.4.: Explain how your agency has control over the project site.
- 6) D.5.: Upload a copy of the project Property Card
- 7) D.6.: Identify if the project requires site plan approval by the local jurisdiction. If yes, upload the approved site plan and a letter from the local jurisdiction's Planning Department indicating that the

- project has received final site plan approval for the proposed project.
- 8) D.7.: Identify if the project requires land use or zoning changes by the local jurisdiction. If yes, describe at which stage in the process your project is at.
  - 9) D.8.: Provide the name, title, company, and the qualifications of the person(s) that developed the construction cost estimates.
    - a) Upload copy of Detailed Construction Cost Estimates & Project Schedule. **(Required)**
    - b) Describe the long-term operation and maintenance plans for the project.
    - c) Will the project require publicly supported maintenance costs? If yes, explain and identify if the public agency responsible for maintenance and if agency is willing and able to provide maintenance. If awarded, written verification will be required.
  - 10) D.9.: Identify if preliminary designs have been developed and upload them.
  - 11) D.10: Acquisition Projects:
 

With the submission of this application, property may not be acquired (with or without CDBG/HOME/ESG funding) until an environmental review is complete and documentation of compliance with Federal Uniform Relocation Assistance and Real Property Acquisition Act – (<https://www.hudexchange.info/programs/relocation/overview/#overview-of-the-ura>).

After submission of the application, if you wish to place a purchase option on the property, please contact county staff to ensure the following. Failure to comply with these requirements will make the project ineligible for CDBG/HOME/ESG funding.

    - i) Appropriate notices of intent to use Federal Funding for the project is provided to the owner in writing.
    - ii) Property Market Value is obtained, and appropriate notices are provided to the owner in writing.
    - iii) Inclusion of environmental contingency language in the purchase option papers.
    - a) Upload copy of Property Appraisal. **(Required)**
    - b) Describe how your agency intends to proceed to complete the acquisition of the subject property.
    - c) Upload documentation indicating owner’s intent to sell.
  - 12) D.11.: Described if project site is located in a flood zone or has any known hazards.
    - a) Upload a copy of the FEMA Flood Map. **(Required)**
      - i) Step 1: Access FEMA FIRMETTE: <https://msc.fema.gov/portal/search>
      - ii) Step 2: Type the project site address in the search box.
      - iii) Step 3: Click on the DYNAMIC MAP icon to generate a pdf map with legend.
      - iv) Step 4: Upload the project map location generated to the application.
  - 13) D.12.: Identify what agencies provide the same type of service as your agency, and how the services you provide are unique. Identify how the proposed project is not duplicating services already available.
  - 14) D.13.: Describe whether other agencies are involved in your proposed project, and how you are formalizing this partnership.

## **SECTION E: SCHEDULE**

Using the Instructions of start dates listed in the application, complete a Program Implementation Schedule.

- 1) If implementation steps are one-time events, such as preparing architectural design, list it once with beginning/ending of that step;
- 2) If implementation steps are recurring events, list the number of services the agency anticipates providing each month with beginning month and the ending month of that step.

## **SECTION F: BUDGET AND DETAILED BUDGET NARRATIVE**

- 1) F.1. & F.2.: Total Project Cost and Grant Proposal Request from Section B.
- 2) F.3.: Identify if the project requires financial support from other sources. This is the project leverage.
  - a) Identify the source, amount, use of funds and if the funding is committed or not committed.
  - b) For funds committed and/or secured at time of application, attach a copy of the executed agreement showing funding and/or copy of the award letter. Only committed/awarded funds will be used in evaluation for scoring
- 3) F.4.: Identify if any of the leveraged funding sources require a county match as a condition of award. If yes, list the match amount requirement.
- 4) F.5.: Describe the impact on the project if less than the amount requested is awarded.
- 5) F.6.: Provide a Budget Narrative that identifies how the project/service/activity will be accomplished. The Project Budget must include all funding sources (including leveraged funds) that are being used for the proposed project/service; not just the CDBG/HOME funding being requested. List all funding being used to implement the project/service. Include how the requested funds is leveraging additional funding.
- 6) F.7.: Use appropriate line items from the agency budget as expense categories for the Project Budget. The Budget must match the amounts listed in other locations through-out the application.
  - a) Identify the CDBG/HOME Amount for each budget line-item
  - b) Identify other source Amounts for each budget line item
  - c) Identify other County fund Amounts for each budget line item
- 7) F.8.: Identify if you have preference for a specific type of grant.
- 8) Upload all required documents:
  - a) The most **Recent Financial Audit** of prior year expenditures or a current year-end financial statement of the agency.
  - b) For funds committed and/or secured at time of application, attach a copy of the executed agreement showing funding and/or copy of the award letter. Only committed/awarded funds will be used in evaluation for scoring.

**MANATEE COUNTY FY 2026/27 GRANT APPLICATION**  
**SCORING CRITERIA**

**SCORING CRITERIA TOTAL MAXIMUM POINTS = 100 points**

Applications will be evaluated and scored by each member of the Review Committee, composed of eleven (11) County staff members and representatives of other partnering agencies. Applications from outside agencies and developers must obtain a **minimum average score of 60 points or higher** to be considered for an award, in addition to meeting the core requirements of the Community Development grants delineated in Section I.

**I. OVERALL APPLICATION THRESHOLD (7 Points)**

- Does the proposed activity meet the basic CDBG/HOME/ESG eligibility for the National Objectives and/or an allowable activity? **(2 Points)**
  - o National Objective: \_\_\_\_\_
- Was the application as submitted complete? Did the applicant provide all the applicable information requested in the application for the proposed activity? **(3 Points)**
- Does the application clearly propose a project-based activity? **(2 Points)**

**The facility must be properly licensed for the services that are requested to be considered. The County reserves the right to reject any application or waive any scoring requirements on a case-by-case basis.**

**II. PERCENTAGE OF LOW-INCOME PERSONS SERVED (5 points):**

Evaluate the proposed proportion of low to moderate-income households or individuals (less than 80% of Area Median Income) of the total households or individuals to be assisted by the proposed activity.

<b>AMI%</b>	<b>Points</b>
0 to 69	0
70 to 79	2
80 to 90	4
91 to 100	5

**PUBLIC SERVICES - SCORING CRITERIA**

**III. RATING OF PROPOSED PROJECT (12 Points):**

- Are the overall narratives and information presented about the agency, services, and the proposed project clear? (B11-15) **(4 Points)**
- Does the applicant clearly articulate the identified need for the proposed activity/program and target population to be served? (B12) **(4 Points)**
- Does the applicant explain the relationship between the proposed service, the population to be served, and the linkage to the projects identified as essential for community development? (B13-14) **(4 Points)**

**IV. FIVE-YEAR CONSOLIDATED PLAN STRATEGIES/PRIORITIES (B16-17) (4 Points)**

Does the proposed project clearly address one “high” priority need in the Consolidated Plan?

- Preserve and Maintain Existing Housing Stock
- Increase Supply of Affordable Housing
- Down payment Assistance
- Fair Housing and Equitable Access
- Homeless Prevention Assistance
- Shelter Facilities and Operations
- Homeless Outreach and supportive services
- Transitional and Supportive Housing
- Rental Assistance
- Public Facilities Improvements
- Youth Education, Protection and Facilities
- Senior Programs and Facilities
- Basic Needs Assistance, Transportation Services for Special Needs
- Substance Abuse and Mental Health Services
- Employment Training
- Eliminate blight
- Planning, Preparedness and Resiliency

**V. RATING OF PERFORMANCE MEASURES (17 Points):**

- Is the main Goal(s) or Target(s) of the proposed project S.M.A.R.T.? Does the applicant clearly articulate the intended result of the proposed program? (C1) **(5 points)**
- Are there a minimum of 3 key performance indicators/measures for the goal(s) or target(s)? (C2) **(6 points)**
- Do the numbers of beneficiaries of the proposed activity align and match? (C3) **(2 points)**
- CDBG/HOME/ESG investment per individual benefiting from the project – How does this activity compare with other applications submitted under the program/project type (Public Service or Public Facility/Community Improvements). (Info to be provided by CD Division) **(maximum of 4 points)**

Quartile Comparison	Points
1 (lowest CDBG/HOME/ESG cost per beneficiary)	4
2	2
3	1
4 (highest CDBG/HOME/ESG cost per beneficiary)	0

**VI. RATING OF AGENCY CAPACITY (22 Points):**

- Does the agency show adequate capacity, resources, experience and staff to implement the proposed program/project within federal mandates? (D1-5) **(6 Points)**
- Is there a satisfactory record of the agency providing the proposed type of service to the intended target population? If prior performance with Manatee County-funded activity: Did the applicant fail to meet program goals under a previously funded activity? (D1) **(6 Points)**
- Does the agency have the documented financial and administrative capability, internal controls, and resources to successfully support the proposed services and maintain necessary records? (D2) **(5 Points)**
- Did the agency provide letters of support for their services/application? **(5 points)**

**VII. COLLABORATIONS/PARTNERSHIP AGREEMENTS (D4-5) (4 Points):**

Does the applicant’s proposed activity have a contractual agreement(s), collaboration(s), and/or partnership(s) with another organization for services that you may render to reduce duplications of services?

**VIII. SCHEDULE (4 Points):**

- Is the implementation schedule realistic and accounts for milestones (key performance indicators) identified within the application and Performance Measurements? **(4 Points)**

**IX. FUNDING REQUEST AND BUDGET NARRATIVE (25 Points):**

- Is the request for funding considered necessary and appropriate? Does the agency’s project budget take into consideration the actual (total) project costs necessary to complete the project? (F1-8) **(4 Points)**
- Does the budget narrative identify how the project/service/activity will be accomplished? (F6) **(4 Points)**
- Do the budget amounts throughout the application align and match? Is the math accurate? (F3 & 7) **(2 Points)**
- Will the project beneficiaries incur any costs as a condition of participation? CDBG beneficiaries can be charged only a reasonable/nominal fee based on their ability to pay for services. The preference is for services to be provided free of charge. (F4) **(2 Points)**
- **Reviewer Notes if any budget line requests are confusing or questionable (open ended question).**

**LEVERAGING OF OTHER FUNDS (F3) (10 Points):**

- Are there additional documented committed/awarded resources available for this proposed program? Does the applicant include a copy of executed agreement(s), award letter(s), and/or account information for additional funds?

Evaluate on the basis of committed/awarded funds only. Percentages refer to the proportion of CDBG funds requested to the total activity budget.

<b>% CDBG/HOME/ESG Funds Requested</b>	<b>Points</b>
1 to 20	10
21 to 40	8
41 to 60	6
61 to 75	4
76 to 90	2
91 to 100	0

- Is the uploaded audit (or Financial Compilation for under \$500k in revenue) clean of findings or does it provide that the corrective action plan has been completed to address the findings? **(3 Points)**

## **PUB FACILITIES/INFRASTRUCTURE/HOUSING - SCORING CRITERIA**

### **III. RATING OF PROPOSED PROJECT (12 Points):**

- Are the overall narratives and information presented about the agency, services, and the proposed project clear? (B11-15) **(4 Points)**
- Does the applicant clearly articulate the identified need for the proposed activity/program and target population to be served? (B10) **(4 Points)**
- Does the applicant explain the relationship between the proposed service, the population to be served, and the linkage to the projects identified as essential for community development? (B13-14) **(4 Points)**

### **IV. FIVE-YEAR CONSOLIDATED PLAN STRATEGIES/PRIORITIES (B15-16) (4 Points)**

Does the proposed project clearly address one “high” priority need in the Consolidated Plan?

- Preserve and Maintain Existing Housing Stock
- Increase Supply of Affordable Housing
- Down payment Assistance
- Fair Housing and Equitable Access
- Homeless Prevention Assistance
- Shelter Facilities and Operations
- Homeless Outreach and supportive services
- Transitional and Supportive Housing
- Rental Assistance
- Public Facilities Improvements
- Youth Education, Protection and Facilities
- Senior Programs and Facilities
- Basic Needs Assistance, Transportation Services for Special Needs
- Substance Abuse and Mental Health Services
- Employment Training
- Eliminate blight
- Planning, Preparedness and Resiliency

### **V. RATING OF PERFORMANCE MEASURES (17 Points):**

- Is the main Goal(s) or Target(s) of the proposed project S.M.A.R.T.? Does the applicant clearly articulate the intended result of the proposed program? (C2) **(5 points)**
- Are there a minimum of 3 key performance indicators/measures for the goal(s) or target(s)? (C3) **(6 points)**
- Do the numbers of beneficiaries of the proposed activity align and match? (C4) **(2 points)**
- CDBG/HOME/ESG investment per individual benefiting from the project – How does this activity compare with other applications submitted under the program/project type (Public Service or Public Facility/Community Improvements). (Info to be provided by CD Division) **(maximum of 4 points)**

Quartile Comparison	Points
1 (lowest CDBG/HOME/ESG cost per beneficiary)	4
2	2
3	1
4	0

(highest CDBG/HOME/ESG cost per beneficiary)	
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**VI. RATING OF AGENCY CAPACITY (22 Points):**

- Does the agency show adequate capacity, resources, experience and staff to implement the proposed program/project within federal mandates? (D1-5) **(3 Points)**
- Is there a satisfactory record of the agency providing the proposed type of service to the intended target population? If prior performance with Manatee County funded activity: Did the applicant fail to meet program goals under a previously funded activity? (D1) **(3 Points)**
- Does the agency have the documented financial and administrative capability, internal controls, and resources to successfully support the proposed services and maintain necessary records? (D2) **(4 Points)**
- Is the project ready to move forward? Based on the documentation and information provided, the resources required to implement the proposed activity, including a cost estimate, design, site control, and the necessary permits, are available and ready. (D4-10) **(6 Points)**
- Is the project located in a site that will require risk mitigation? Based on the documentation and information provided, will the project design require additional environmental studies/testing, design for elevation/hazard mitigation, and experienced staff/contractors to implement it? Priority should be given to projects that present lower risks. (D11) **(3 Points)**
- Did the agency provide letters of support for their services/application? **(3 points)**

**VII. COLLABORATIONS/PARTNERSHIP AGREEMENTS (D12-13) (4 Points):**

Does the applicant’s proposed activity have a contractual agreement(s), collaboration(s), and/or partnership(s) with another organization for services that you may render to reduce duplications of services?

**VIII. SCHEDULE (4 Points):**

- Is the implementation schedule realistic and accounts for milestones (key performance indicators) identified within the application and Performance Measurements? **(4 Points)**

**IX. FUNDING REQUEST AND BUDGET NARRATIVE (25 Points):**

- Is the request for funding considered necessary and appropriate? Does the agency’s project budget take into consideration the actual (total) project costs necessary to complete the project? (F1-8) **(4 Points)**
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OTHER CRITERIA

**X. FAIR HOUSING (No Points – YES or NO):**

- Does the proposed activity aid in efforts to affirmatively further fair housing?
  - o If applicant is an existing Fair Housing Education Provider has assurance been included on their letterhead that they will affirmatively further fair housing and have provided a description of past and proposed efforts to affirmatively further fair housing.

**XI. R/ECAP (No Points – YES or NO):**

Is the proposed project located in, or will be dedicated to providing services to residents of a R/ECAP?